DOCTORAL DEVELOPMENT PROGRAMME

PebblePad User Guide

Step by Step Guide to logging your training and developmental activities and creating your ePortfolio & Training Needs Analysis

Version 1.3, 02/11/12

1 Logging in

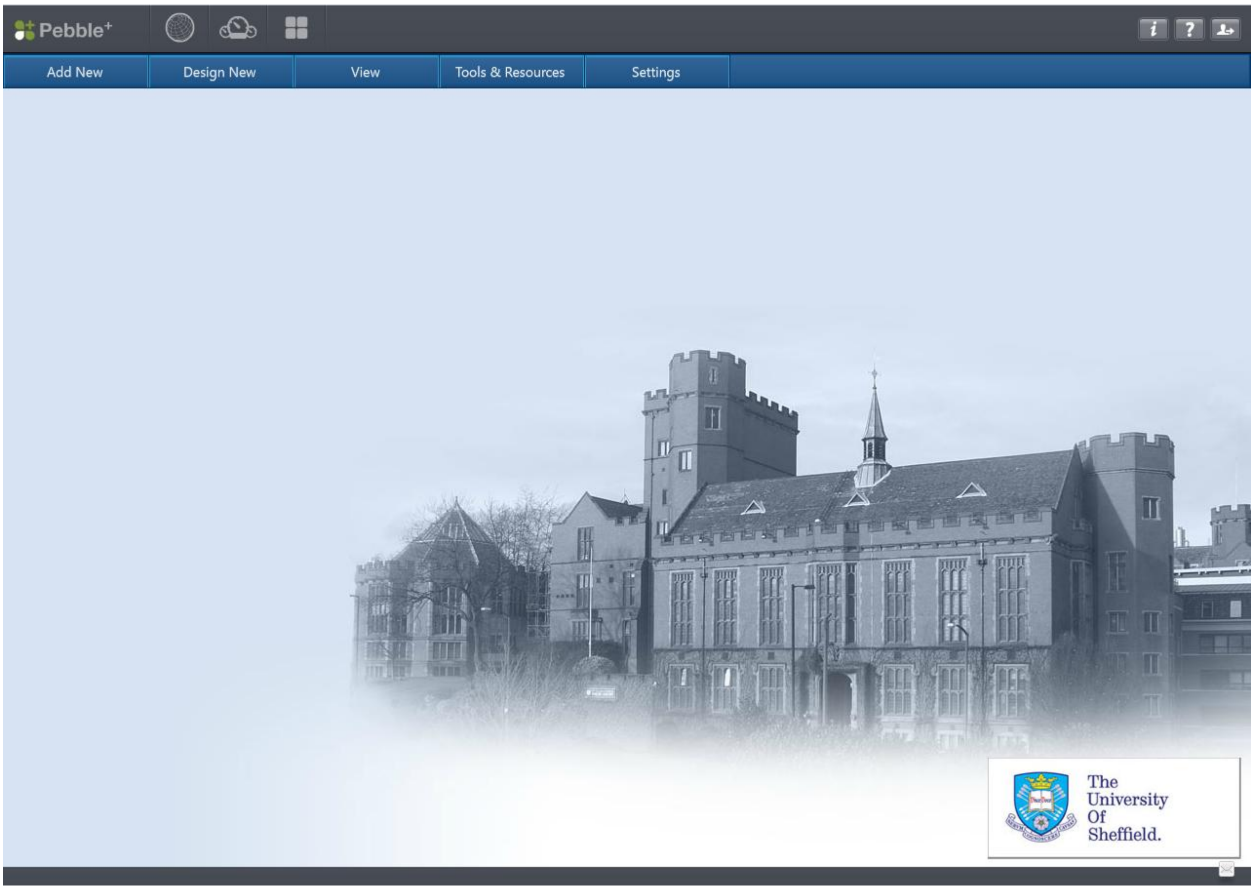
PebblePad is an online application which can be accessed from any PC with internet access and Flash player installed. To log in to the PebblePad environment, type the following information into your internet browser:

URL: http://www.pebblepad.co.uk/sheffield

Username: [Your Sheffield user name]

Password: [Your Sheffield password]

Once you have successfully logged into PebblePad you will be presented with the main screen below:



2. Training Needs Analysis & Development/Action Plan

The Framework for higher education qualifications in England, Wales and Northern Ireland (2008, p23-25) states that students graduating with a doctoral degree should also possess <u>'the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments'</u>. To ensure our students meet this expectation the University of Sheffield has created the Doctoral Development Programme. The TNA assesses your skills and your development activities are outlined in your development plan and your achievements and training are summarised in your ePortfolio.

The UoS Training Needs Analysis (TNA) assesses your competency on nationally agreed skills and competencies. You will complete your first TNA on arrival which you will discuss at your first meeting with your supervisor to decide and agree on your training and development activities you are to undertake in year 1. You can find an electronic copy of your TNA in your PebblePad account. See the details below for how to find, update and share your TNA with your supervisor. At the end of year 1 you will update your TNA highlighting any developments in your skills and competencies providing evidence of improvement.

How to access your TNA in PebblePad

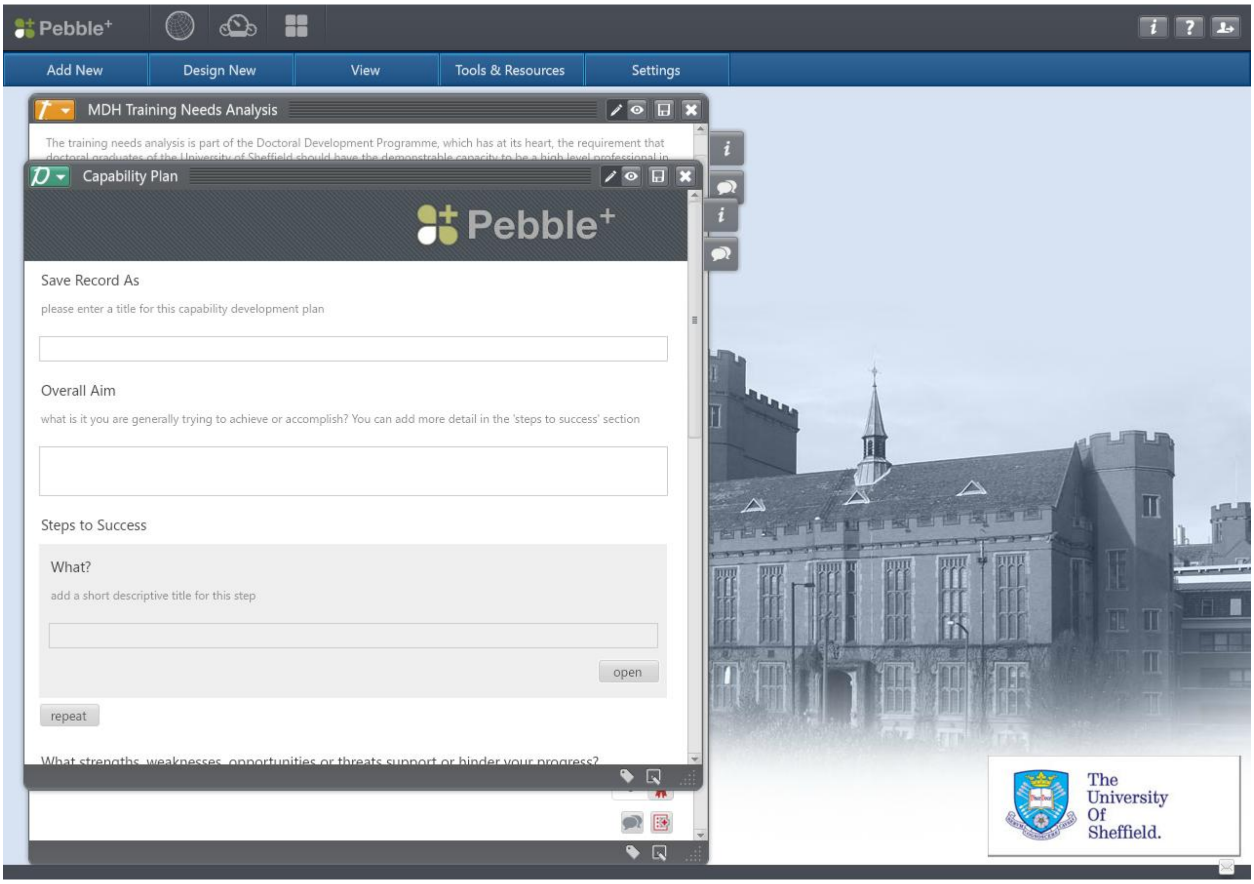
Step 1: Access TNA: Click on 'Tools and Resources' and then 'Resource Centre' from the drop down menu. At the top of the page there are three options, 'by me', 'for me' and 'with me', click on 'for me'. Find the 'MDH Training Needs Analysis' document (the icon will have a 't' for 'talent'. Highlight it and click on 'use'.

Step 2: Complete TNA: Scroll down past the action plans (to be updated later) to the ‘Subject specific craft skills’ section. Go through the TNA and on each question rate yourself on the 1-6 scale. If you have rated yourself above a 1 you could add evidence to state why you have rated yourself above a 1.

Step 3: Save and Submit TNA: Save the TNA by clicking on the disc icon in the right hand corner of the asset. To submit your TNA left click on the orange box in the top left hand corner of the TNA. A drop down menu will appear, click on submit. A box will appear on the right of your page with the workspaces available to you. Highlight your Department’s workspace and click ‘submit’. The box will change and you will see a number of assignments available to you. Highlight the TNA and then click on submit. A box will appear, click ‘agree’ and your work will be submitted.

You will have now identified which skills you need to improve upon and develop. Select, with your supervisor, those skills you are to improve and develop in the next year and summarise them in the ‘Year 1 Action/Development plan’ at the top of the TNA.

Step 4: Complete Action/Development plan: To the right of each Action plan there are three boxes, click on the box on the right of the bottom row. When you hover your mouse over the icon it says ‘add plan’. Click on this box and the action plan will appear (see example below).



Complete the first two boxes 'save record as' and 'overall aim'. In the 'steps to success' insert what you have agreed with your supervisor for your developmental needs for this year. For each task create a new step by clicking on 'repeat' (for example, 'take a statistical module' would be typed in one box and then click 'repeat' to insert your next task of say 'give at least two oral presentations'). Following this keep scrolling down the asset and complete the strengths, weaknesses, opportunities and threats, what resources you need and the reflection. Finally tick the box 'hide this plan from my store just link it from this capability'. Save your plan by clicking on the disc icon in the top right hand corner.

Once you have started recording your training and development (see section 3 on how to do this) as assets you can add these to your TNA as evidence.

Step 7: Adding evidence to your TNA: Below each question there is a rosette (when you scroll your mouse over the rosette it says 'Add evidence'), click on the rosette and a box will appear to the right. To select an asset as evidence click on the blue 'browse for evidence' button. A list of your assets will appear, highlight one and click 'confirm'. Now type in the box information on 'Why have you selected this item as evidence' and click 'save'. For example if you are addressing the question on 'Understanding of ethics, confidentiality and principles of good research practice' you could add the asset you have created for the DDP FCM6100 Research Ethics & Integrity which is compulsory in

your first year. You could add a blurb of text as to why you feel you have now moved up from say a 1 to a 3.

Please note when you have added evidence the roll over on the rosette will say 'view evidence'. To add more evidence click on the rosette and in the box that appears click on the blue 'add evidence' button.

3. Creating Assets - to record your training and development

In order to create an ePortfolio you will need to have firstly created some items to insert into your ePortfolio. Items you create are known as assets. They are called this because they have a value or are worth something to you. All assets are private and secure unless you choose to share them with others or publish them to a workspace.

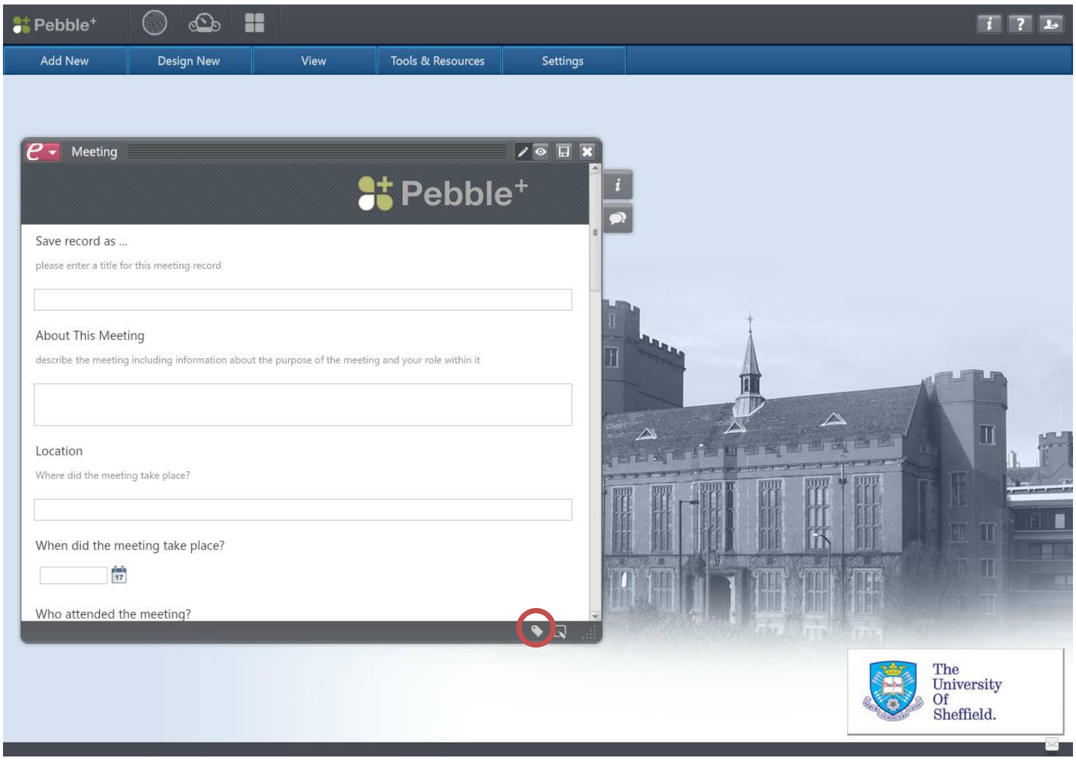
You will need to start making, in PebblePad as assets, a record of your training and development activities. For example you may want to record a log of all the seminars you attend. To do this you need to select an asset type. There are various types of assets you could choose from. Examples are:

- Reflection: Journal Entry, Structured Reflection
- Experience: Activities, Experience, Meetings
- Talent: Ability, Achievement

In the example of recording a seminar you may decide the most appropriate asset to use is the 'meeting' asset.

To create a meeting asset

Step 1: Click 'add new', hover your mouse over 'experience' and another menu appears, hover your mouse over 'meeting' and select. The template meeting asset will appear as below:



Step 2: In the first box type your title, e.g. the title of the meeting, then work down the template adding a short description, the location, when the meeting took place etc (use the scroll down arrow on the right hand side to work through the template. You need not add details to all the boxes.

Step 3: Tag the asset. By tagging the asset you are able to cluster assets that are of the same type that you would want to appear in one section of your ePortfolio together. It is similar to inserting an item into a folder. In the above screenshot the tag icon is highlighted by a red circle. Click on the tag and a box to the right will appear. Click on ‘see all tags’ here there are some pre-determined tags, however, you can create your own. To create one called ‘seminar’, click on ‘see all tags’, in the box at the top type ‘seminar’ and then enter. You have now created a new tag in your ‘tag store’. Click save.

Step 4: Save the asset. In the top right hand corner click on the disc icon (to the left of the cross).

Step 5: Close the asset. Click on the cross in the top right hand corner.

This is an example of creating an asset for a seminar you may have attended. You can use the various different asset types to create a log of other activities. For example to record a log of all the DDP modules you attend you could use the ‘activity’ asset under ‘experience’ or to log an achievement such as a certificate from a meeting you could use the ‘achievement’ asset under ‘talent’.

4. How to upload a file as an asset

Click on ‘add new’ and from the menu that appears click on ‘file’. Give the asset a title and description and then under ‘choose file’ click on ‘browse’, find your file and then click on open. Check the box ‘I am entitled to upload etc’ and then click on ‘save and upload’.

5. How to view your assets

To view your asset in your ‘asset store’, click on ‘view’ and then ‘assets’ (ensure that the ‘by Me’ button is highlighted). If the ‘for me’ button is highlighted this will show you the assets others have sent to you.

6. Creating an ePortfolio - To summarise your training and development

Once you have started logging your training and development as assets you will need to summarise them in an ePortfolio. Once you have started your ePortfolio, after 3 months, you should share this with your supervisory team and submit it to the ePortfolio workspace.

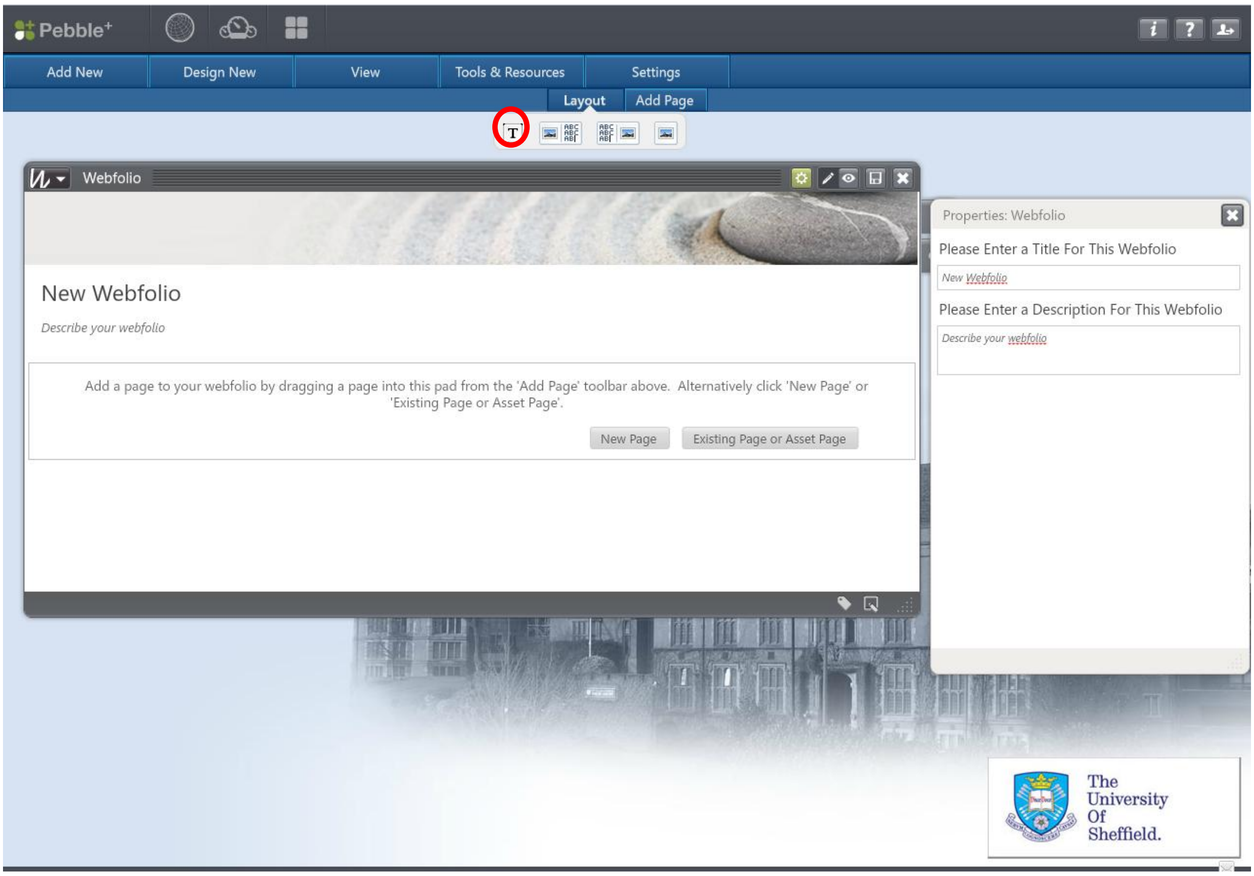
The following are the minimum requirements which must be summarised in your ePortfolio:

- Safety Training
- Research skills
- Conference attendance
- Lectures / Seminars
- DDP Modules
- A copy of your Training Needs Analysis (TNA)

Please note: Do <u>not</u> insert your personal tutor forms into your ePortfolio. These forms are confidential and should <u>not</u> be shown to your supervisor.

In PebblePad an ePortfolio is called a 'webfolio' asset.

Step 1: To create a webfolio click on 'design new' and then on the drop down menu that appears, click 'webfolio'. Once selected two panels will appear, one is the main area for building and editing the webfolio and the other enables you to manage and define exactly how each element behaves. The screenshot below shows you what the webfolio template looks like:



Step 2: In the small right hand 'properties panel' give your ePortfolio a meaningful name e.g. UoS - ePortfolio and description, this could be your name. As you type the webfolio updates.

Step 3: To add your first page click on 'new page' in the main ePortfolio page. A 'properties' box will open to the right. Type in 'Home' as this will be the home page of your 'ePortfolio'. Type in a title e.g. 'UoS ePortfolio for [enter your name]'. Give your ePortfolio a short description. Add a text box to this page. To do this you will see at the top of the page a 'layout' toolbar. In the screenshot above the red circle shows you where the text box icon is. Drag and drop this into where it says 'drag into here'. In this box type something like the following:

"Welcome to my ePortfolio. This ePortfolio highlights my personal and professional development as a PhD student in the Faculty of Medicine, Dentistry and Health at the University of Sheffield, UK.

The title of my thesis is [insert title of thesis]

This ePortfolio shows the variety of training and development activities, such as meetings and modules I have engaged in throughout my time at Sheffield."

Step 4: Save your ePortfolio: In the top right hand corner click on the disc icon (to the left of the cross).

Step 5: How to insert other pages: To insert a number of assets that you have tagged the same, for example you may want to insert everything you have tagged as 'meeting'.

- Firstly, you will need to save these as a 'collection'. To create a collection click on 'design new' and then 'collection'. Enter a title for your collection e.g. 'Seminars'. In the short description write a short explanation e.g. 'A summary of all the seminars I have attended'.
- To begin adding assets to your Collection you first need to add search criteria. Click on the 'Add Search Criteria' button and your available assets will open in a new window.
- Filter these assets by Keywords, Tags, Dates or Asset Types. To do this click on the 'filter' button in the top right hand corner. A filter box will appear. Next to 'tags' select the tagged items you would like to insert, so in this example it is 'seminar'. Start typing the name of the tag and it will appear, click on it to insert it in the box.
- Highlight the assets you want to insert by holding down the shift key and selecting by left clicking. Click on 'add selected' to insert all your assets tagged (for example) as seminar.
- Save the collection by clicking on the disc icon in the top right hand corner.
- Repeat this process for any other tags you want to insert into your ePortfolio

Step 6: Inserting your collections to build your ePortfolio: Open your ePortfolio, just above the page you will see 'layout' and 'add page'. Click on 'add page', five icons will appear below, click on the third icon to insert a collection. Drag and drop this item over to the left hand menu area. A box will appear with all your collections. Highlight the one you want to insert and then click 'confirm'.

Step 7: How to insert your Training Needs Analysis into your EPortfolio: At the top of the page you will see ‘add page’, click on ‘add page’ and a toolbar will appear. Click on the first icon to the left (the one with four different coloured squares) called ‘existing page’, drag and drop this over to your left hand menu area. An ‘available assets’ box will appear. Select your TNA and click ‘confirm’ and enter a title for the page in the right hand box (e.g. TNA). Save and close your ePortfolio.

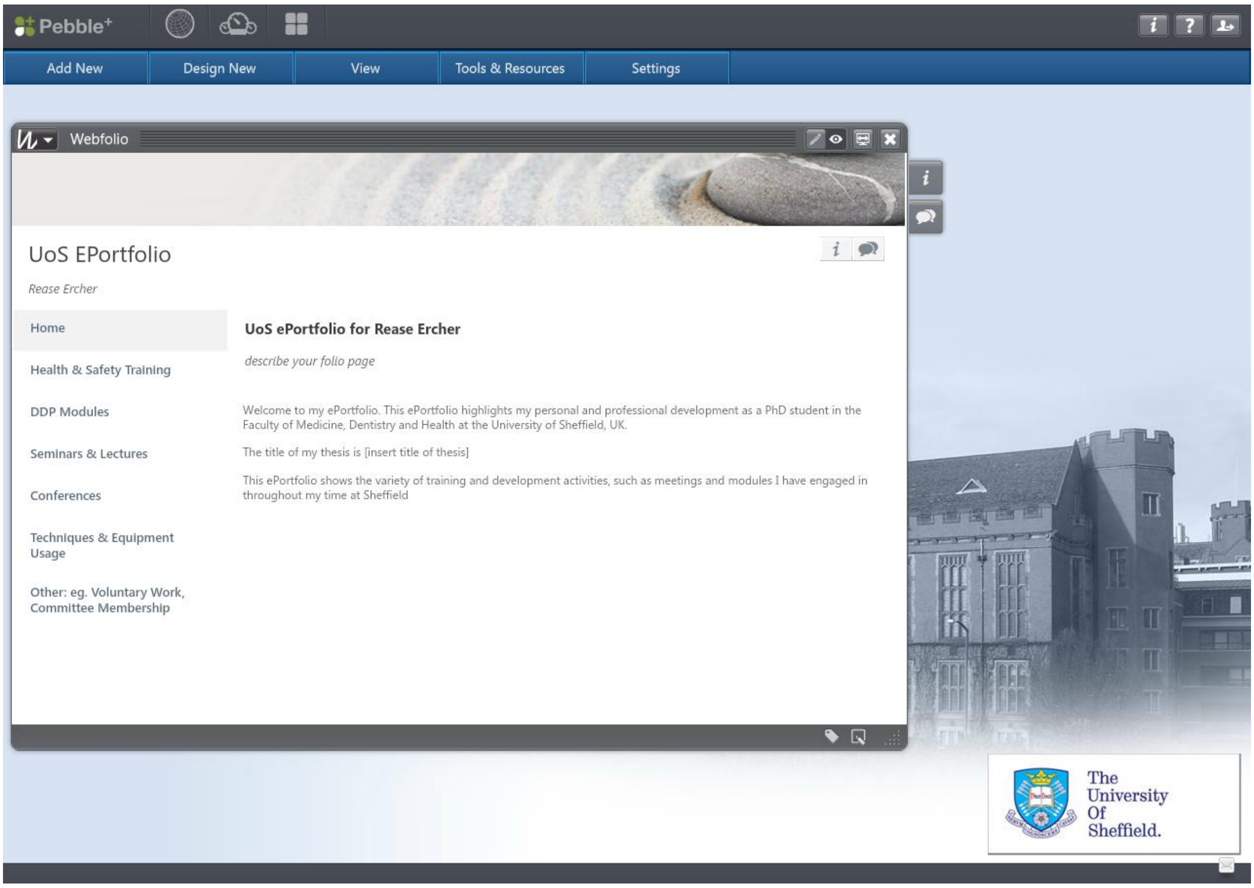
Note: Each time you create an asset and tag it. If you want it to be included in your ePortfolio you will need to open up your collection and include it in the collection.

Adding additional pages to your ePortfolio

You can add more pages by clicking on the ‘add page’ option in the menu ribbon. There are a number of options for adding different types of pages:

- New page (adds an empty page ready for you to add content)
- Existing page (adds an existing folio page from your asset store)
- Existing asset (adds an asset of any type from your asset store)
- A collection (adds a collection – a group of items listed on a single page from your asset store)
- A template (adds an empty template from your Resource centre to fill in)

Example of an ePortfolio



7 Submitting Your Work

Your TNA and ePortfolio need to be submitted to a workspace. This is so your Department tutor/lead and administrator have access to view your work.

Step 1: In each asset in the top right hand corner there is an icon with an arrow pointing down. Click on the arrow and then on the menu that appears, click ‘Submit’.

Step 2: A box will appear to the right which will read ‘DDP (and your department name’), highlight this and then click ‘Submit’. A message will appear, click ‘yes’. Another box will appear with a list of assignments. Select the correct assignment for the work you are submitting. Then click ‘submit’ and then ‘agree’ to the next message.

Step 3: Your work has now been sent to the workspace. When you update anything you have submitted to a workspace it will automatically update in the workspace. Therefore there is no need for you to submit this piece of work again to the workspace.

Note: For your ePortfolio you should <u>only</u> submit the webfolio <u>not</u> each individual asset.

8 Further Help

Online Help:

- For the online PebblePad help click on the question mark at the top right of your page.
- www.shef.ac.uk/faculty/medicine-dentistry-health/graduateschool/currentpg/pebblepad

Or you can get further help by speaking to one of the following Faculty staff:

- Ms Sara Watkinson, LU116, RHH, 0114 22 61458 (system / process queries)
- Mr Ian Palmer, Barber House, 0114 22 28766, 0114 22 28765 (technical queries)
- Prof Ian Douglas, Dental School, 0114 27 17957 (system / process queries)